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<b>TRANSMITTAL SLIP</b>		DATE
TO: <b>Director of Security</b>		
ROOM NO.	BUILDING <b>G-E-31 Hqrs.</b>	
REMARKS:		
FROM: <b>RCD/OIS/DDA</b>		
ROOM NO.	BUILDING <b>1105 Ames Bldg.</b>	EXTENSION

FORM NO. 241

REPLACES FORM 36-8  
WHICH MAY BE USED

(47)

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**CONFIDENTIAL**

Revision of

Policy and Plans Branch, OS  
4E-70 HQS

NO

DATE \_\_\_\_\_

DATE \_\_\_\_\_

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. COP8/PTAS  
DD/PSI

12 FEB 1962

10 2

2.

DD/PTAS

### 3.

16 FEB 1982



4.

40PS/PTAS



4

5.

C/PPG

17 FEB 1982

1

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

For review/comment  
by 29 February.

Autograph - pretty  
good decline this  
time!!!

3-4: We have no comment on this & I see no reason for our review.

4 to 5: The  
performance connects  
C/O's

Class action

65 2 0393

SECRET

US MILITARY

## ROUTING AND RECORD SHEET

FILE

25X1

SUBJECT: (Optional) Revision of [redacted]				[redacted]	
FROM: [redacted]		EXTENSION		NO.	
Policy and Plans Branch, OS 4E-70 HQS		[redacted]		[redacted]	
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
		RECEIVED	FORWARDED	INITIALS	
1.	<del>BB/PTAS</del> <i>claps/asi</i>	11 FEB 1982	2/12	<i>for</i>	For review/comment by 29 February
2.	<del>BB/PTAS</del>				
3.	<i>c/ssd</i>	4/14/82			* 3 & 6.
4.	<i>C/EAB</i>	15 FEB 1982	16 Feb		Comments + return to claps/ptas by COB 26 Feb 82.
5.	<i>C/ssd</i>	11 FEB 1982	2/17	<i>A</i>	
6.	<i>C/co</i>				[redacted]
7.					
8.	<i>claps (ptas)</i>	2/15			OS/EAB comment with the proposed revisions
9.	[redacted]	2/22			[redacted]
10.	<i>Registry</i>				No comment from SSO.
11.					[redacted]
12.					
13.					PSI has no comments. Concern
14.					[redacted]
15.					<i>claps/ptas</i>

60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

FILE

25X1

10 February 1982

MEMORANDUM FOR: Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller

FROM:

Chief, Regulations Control Division

SUBJECT: Proposed Revision of Exit Processing for  
Separation or Extended Leave, DRAFT A (Job #9686)

FOR YOUR CONCURRENCE OR COMMENTS:

1. This proposed revision of was initiated by the Office of Personnel to update the exit processing procedures. Principal changes are:

a. Clarification of the statement concerning scheduling of exit interviews in paragraph 2a(1)(b).

b. Inclusion of category for Type I contract employees when preparing requests for personnel action in paragraph 2a(1)(c).

c. Addition of paragraph 2a(1)(j) regarding separation of Senior Intelligence Service personnel.

Organizational titles have been updated, paragraphs have been renumbered, and forms updated as appropriate. Minor editorial changes also have been made. The remainder of the handbook has been revalidated with a current date.

DOWNGRADED TO CONFIDENTIAL WHEN  
SEPARATED FROM ATTACHMENT

S-E-C-R-E-T

25X1 2. Please forward your concurrence and/or comments to the undersigned  
by 4 March 1982. Concurrence sheets are attached for your convenience.

25X1

Attachments:

25X1

- A. Concurrence Sheet
- B. Proposed Revision of

cc: AO/DCI  
SSA/DDA  
D/OIS  
OP  
ODP  
OS  
OF  
OIS/RMD

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EXIT PROCESSING FOR SEPARATION  
OR EXTENDED LEAVE

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**SECRET**

SECRET

PERSONNEL

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[Redacted]

FOREWORD

FOREWORD

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Rescission: [Redacted] dated 5 October 1978 and 11 January 1980

This handbook sets forth the procedures for exit clearance processing to ensure that the Agency's obligations to the departing individual and the individual's obligations to the Agency are properly discharged.

Harry E. Fitzwater  
Deputy Director  
for  
Administration

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